



DATE: May 21, 2020

TO: Personnel Commission

FROM: Assistant City Manager/Interim Director of Human Resources

SUBJECT: Review the Revised Job Description for Police Captain

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the Police Captain classification to ensure that the employment standards are job-related.

SUMMARY

The job description for Police Captain has been updated to align with the peace officer qualifications mandated by Title 11 of the California Code of Regulations [CCR]. Revisions to the minimum qualifications have been made to reflect progressive experience requirements and industry standards.

BACKGROUND/DISCUSSION

In addition to adoption and approval of the City's Classification Plan, the Personnel Commission reviews job descriptions to ensure that employment standards are job-related. The City utilizes a standard format when creating and revising job descriptions. The Human Resources Department staff review all job descriptions with the respective departments and updates each to align the job description with the City's Classification Plan. In addition, prior to initiating a recruitment process, Human Resources staff make necessary adjustments to job requirements to ensure that the needs of the department are met.

The Human Resources Department is updating the Police Captain job description in order to align the minimum qualifications with progressive municipal peace officer experience requirements as well as the requirements from the Commission on Peace Officer Standards and Training [POST] as defined in the CCR. The Police Captain is a division head in the Police Department reporting directly to the Police Chief. Incumbents in this classification oversee and administer the activities of a major division of the Police Department. The Police Lieutenant classification is also considered a middle management position with responsibilities for commanding multiple divisions or units on an assigned shift including

supervision of sworn and professional staff. Finally, the Police Sergeant classification is considered the first-level sworn supervisory position in the Hayward Police Department.

Title 11 of the CCR § 1005, Minimum Standards for Training states that a peace officer promoted to a middle management position after July 1, 2018 shall satisfactorily complete a certified Management Course either twelve (12) months prior to promotion or within twelve (12) months of the initial promotion:

“Middle Management Position” is a management peace officer position between the first-level supervisory position and the department head position, for which commensurate pay is authorized, and is responsible principally for management and/or command duties. The middle management position is most commonly the rank of lieutenant or higher.¹

In order to be awarded the POST Management Certificate, peace officers must successfully complete a POST-certified Management Course and possess a minimum of two years law enforcement experience as a permanent middle manager pursuant to Title 11 of the CCR § 1011, Certificates. The Police Captain job description was subsequently updated to reflect progressive experience requirements and industry standards, which include six years peace officer experience including at least two years of management experience at the rank of Police Lieutenant and possession of the POST Management Certificate.

The proposed changes to the minimum qualifications are in compliance with Title 11 of the CCR. The revisions to the Police Captain job description were shared with and accepted by representatives of the Hayward Police Management Unit (HPMU). A redlined version of the job description showing all proposed tracked changes as well as a final clean version are attached for the Commission’s review.

FISCAL IMPACT

There are no fiscal impacts associated with the review of the revised job description.

STRATEGIC ROADMAP

This agenda item supports the Council’s Strategic Roadmap as these classifications assist in the accomplishment of several items on the project lists. The Strategic Roadmap outlines the City of Hayward’s highest priorities over the next three years and a roadmap of specific actions to get there.

Priority: Support Quality of Life

Project Item 3:	Implement mental health comprehensive assessment teams (CAT) to provide targeted mental health services to avoid inefficient use of public safety resources.
3a.	Assess findings from pilot.

¹ Cal. Code Regs. tit. 11, § 1001, Definitions (2020)

- 3b. Roll out permanent CAT program (outside of County).
Project Item 8: Implement Hayward Police Department Community Advisory Panel.
Project Item 9: Expand existing support services offered by the Hayward Police Department Youth and Family Services Bureau to include life skills, education and restorative justice.

Prepared by: Lisette Del Pino, Human Resources Analyst II

Recommended by: Robin Young, Deputy Director of Human Resources
Maria A. Hurtado, Assistant City Manager/Interim Director of Human Resources

Approved by:



Kelly McAdoo, City Manager